

Town of Natick Job Description

Position Title:	Special Assistant to Director of Finance	Grade Level:	2
Department	Finance	FLSA Status	Exempt
Reports to:	Deputy Town Administrator / Director of Finance		

Statement of Duties: Provide administrative and technical support to the Deputy Town Administrator / Director of Finance

Supervision Required: The employee works under the supervision of Deputy Town Administrator / Director of Finance

Supervisory Responsibility: The employee is not responsible for the supervision of any employees.

Accountability: Errors and omissions in work could result in missed deadlines, poor employee morale, and adverse public relations.

Judgment: Employee must demonstrate strong judgment in dealing with all financial analysis and compilation of financial information, with confidentiality of sensitive information relative to personnel matters and with dealing professionally with co-workers, the Town's Administrative positions and the public.

Complexity: Employee deals with highly complex and voluminous financial information and data. Employee must be able to multi-task and meet deadlines set by the Deputy Town Administrator / Director of Finance.

Confidentiality: Employee must be very tactful with employee and financial information at all times.

Work Environment: Employee works in a professional environment in a small office setting but must be able to adapt to working in various other locations if needed to fill in for other employees if it cannot be completed at own work space.

Nature and Purpose of Contacts: Position interact with co-workers, public and external contacts. Professionalism is required due to the nature of the position and the contacts.

Occupational Risks: Minimal exposure to occupational risks.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the

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position.

- Greatly assists with budget production and monitoring:
 - Departmental worksheet development
 - Personnel staffing and benefits worksheet development
 - Revenue modeling and monitoring
 - Maintenance of *Financial Indicators*
 - Research on other municipal entity best practices
- Receivable billing, collection and reporting other than taxes (i.e. other departmental receivables and revenue analysis)
- Data mining for the Deputy Town Administrator / Director of Finance
- Unemployment insurance maintenance and reporting
- Special projects as necessary
- Serves as a cross-trained employee in many Finance Department positions and fills in as directed
- Prepares reports, presentation material and other documents as directed
- Risk assessment procedural development and monitoring
- Monitors various financial transactions as directed
- Documents Finance Department progress towards stated goals and objectives
- Any other functions and duties as directed

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Bachelor's degree in accounting, finance or other related field preferred.

Special Requirements:

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- Ability to work in a fast paced professional office environment
- Ability to multi-task but stay focused on finishing tasks as well

Knowledge, Abilities and Skill

Knowledge of:

- Standard office administrative practices and procedures
- Financial software utilized by the Town
- Accounting policies and procedures
- Risk management policies and procedures
- Budget preparation policies
- Microsoft Office products – especially Word and Excel
- Adobe products
- Personnel contracts

Abilities:

- Good judgment
- Multi-task but with a focus on finishing tasks timely and before deadlines
- Critical thinking of processes and procedures
- Research and analysis
- Work independently while understanding that reporting progress of work product is essential to accomplishing departmental goals and objectives
- To deal with different personalities in a professional manner at all times

Skill:

- Above average computer skills in utilizing financial software, including Microsoft Office Suite, Adobe, etc.
- Organization and planning skills

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- Communication skills
- Information gathering and information monitoring skills
- Problem analysis and solving skills
- Initiative within limits of job duties
- Confidentiality
- Flexibility to adapt to new standards, policies and procedures
- Attention to detail
- Accuracy of work product
- Financial acumen such as the skill to add, subtract, multiply and divide, understand complex financial transactions, formulas and documents
- Identify appropriate solutions in a timely manner

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

- There is little to no physical demand needed.
- The ability is required to lift up to 30 pounds.
- The ability to sit for long periods of time.

Motor Skills:

- Duties involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to read, see and differentiate between colors.

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This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.